

**WOOD COUNTY EMERGENCY SERVICE DISTRICT #1
NOTICE OF MEETING OF DIRECTORS TO BE HELD:
MONDAY JUNE 17, 2024
AT 9:00 AM
LOCATION:
HOLLY LAKE VOLUNTEER FIRE DEPARTMENT
126 PR 7869
HOLLY LAKE RANCH, TEXAS 75765**

Meeting Minutes - FINAL

Call the Meeting to Order

President Kristina Horn called the meeting to order at 9:14 a.m. Commissioners Chuck Bahr, Robin Edwards, Keith Mullinax and Cindy Treece were present.

Certification by the Vice President that the provisions of the Open Meetings Act, Section 551.001 Et. Seq. of the Texas Government Code have been complied with in connection with public notice of this meeting and that a quorum is present.

President Horne confirmed that all the provisions of the Open Meetings Act were met, and that a quorum was present.

Invocation

Commissioner Edwards gave the invocation.

Pledge of Allegiance

All stood and recited the Pledge.

Recognition of guests

No guests were present.

Receive public comment

No public comments were made.

Review and consider approval of prior minutes.

The May 20, 2024, minutes were presented. Commissioner Treece asked for corrections or additions to the monthly activity report for May for HLVFD, as she believed the ones she recorded to be inaccurate. She offered to reach out to Fire Chief Joe Taylor to get accurate information. Commissioner Bahr moved to table approval of the April minutes until the July meeting. Commissioner Edwards seconded the motion, and it was approved.

Present, review, and consider approval of Treasurer's Report

The June 17, 2024, Treasurer's Report showed a beginning balance of \$234,061.05, disbursements of \$1,843.25, interest of \$80.10 and deposits of \$2,417.24 with an ending balance of \$234,715.14. There were no outstanding deposits. Commissioner Mullinax moved to accept the report, and Commissioner Edwards seconded the motion. The motion was approved.

Present, review, and consider approval for Payment of Accounts due.

One payment due was presented by Commissioner Mullinax. He requested reimbursement of \$637.50 for the payment made to McNeely & McNeely CPAs for the compilation report for Commissioner's Court. Commissioner Bahr moved to approve and pay the reimbursement. Commissioner Edwards seconded the motion, and it was approved.

ESD #1 Board to receive for review and consider approval for payment of sworn billing and any submitted requests of contractual amounts by Holly Lake Volunteer Fire Department (HLVFD)

HLVFD Captain Cheryl Thomas submitted invoices from April and May 2024 for HLVFD that totaled \$9,070.90. The Commissioners reviewed the receipts, and Commissioner Edwards moved to approve payment. Commissioner Mullinax seconded the motion, and it was approved.

It was noted that there will be additional reimbursements for Commissioners to review in July 2024, specifically April 13, 2024, for \$14,816.64 and June 12, 2024, for \$11,013.65.

Activity Report including any training time from HLVFD and Christus EMS.

There was no Activity Report presented for HLVFD for May 2024. Commissioner Treece offered to obtain the correct information from Chief Taylor and report it at the July board meeting.

There was no activity report presented by Christus. Paramedic Donnie Reynolds is out of town.

Christus paramedic Michael O'Connor reported that 20 new Christus paramedics are graduating on June 20, 2024. One EMS truck will be added due to these new recruits completing their training.

Old Business:

1. Update on FY 2023 Audit report submitted to Wood County Commissioners Court on May 31, 2024.

The Commissioners Court sent a receipt to Commissioner Mullinax for the payment he made of \$637.50. The Court will review ESD #1's net assets and statement of activities listed in the report.

2. Update on Preliminary Value notices sent out by the Wood County Appraisal District and anticipated date that Wood County Appraisal District will make a Certified Appraisal Roll available to Wood County ESD #1.

Preliminary Value Notices published by Wood County Appraisal District show an estimate of \$632 million as a Preliminary Value. The final Value will be set in August. The \$632 million in Preliminary Value would generate approximately \$300,000 in funds for ESD #1.

3. Update and continuation of discussion and suggestions by Commissioner Treece regarding available resources for assisting HLVFD with developing strategic long and short-term plans.

Commissioner Treece reported that former ESD #1 Commissioner Warren Blesh has agreed to a meeting with her and Captain Taylor on June 20, 2024. Captain Cheryl Thomas was kind enough to give Commissioner Treece the Chief's contact information so that she can make the request.

4. Any old business pending.

No other old business pending.

New Business:

1. Report by President Horn on insurance renewal.

President Horn explained that the request for liability insurance renewal from the Texas Association of Counties Risk Management Pool is routinely sent to the ESD #1 Board President, Vice President, and Secretary. TAC collects information via a questionnaire to determine insurance rates. The Commissioners reviewed the TAC questionnaire, and President Horne stated that she will complete it and send it to TAC.

2. Discuss and receive input from HLVFD in regard to budget and financial needs of HLVFD.

President Horn asked that this item be tabled until the July 2024 meeting when HLVFD Chief Joe Taylor is present.

3. Discuss and plan summer 2024 workshop for preparation of Wood County ESD #1 budget for upcoming fiscal year and Ad Valorem Tax Rate for upcoming tax year.

President Horn stated that the ESD #1 Board must give a 72-hour public notice of the summer workshop for the budget. Commissioner Mullinax stated that he will mail all the Commissioners a copy of the current year's budget for their review.

Captain Cheryl Thomas and the Commissioners discussed several upcoming major capital needs of HLVFD over the next 3-5 years. Captain Thomas stated that she will include the full budget (with capital expenditures) over time for the Commissioners' review during the workshop. During the discussion, Commissioners determined that the capital needs of HLVFD may exceed \$2.5 million over the next 5 years.

4. Discuss any planned public events involving Wood County ESD #1, HLVFD, or Christus EMS.

The HLVFD will help to organize and lead the golf cart parade at Holly Lake Ranch on July 4th and will monitor safety during the fireworks as well as offer a waffle breakfast on July 6th.

There were no upcoming Christus events reported.

5. Any other new business.

There was no other new business.

Close Meeting

President Horne asked for a motion to adjourn the meeting. Commissioner Bahr moved, and Commissioner Mullinax seconded the motion. The motion was approved, and the June 17, 2024, meeting was adjourned at 10:21 a.m.

By *Cynthia Treece*

Prepared by Cynthia Treece, Board Secretary, June 25, 2024